Review and Complete ARRA Awards

When accepting an ARRA award, Principal Investigators are accepting responsibility for submitting quarterly reports with prescribed data elements within ten days of the end of each Federal fiscal quarter. The report information is cumulative from quarter to quarter.

Information reported will be made public on Recovery.gov (http://www.recovery.org) no later than 30 days following the end of the quarter.

1. Log in to CoeusLite.
2. Click the My ARRA link/tab.
3. Click on your award in the List of ARRA Awards.
4. On the ARRA Award Details screen, review the information to ensure it is correct.

You will also need to enter some data about the award that only you can provide.

![ARRA Award Details Screen](image)
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### Review your award.

1. **Project Status:** Select the option that best describes the overall progress of the research.  
   **Note:** If no expenditures have been incurred, agencies expect a status of Not Started.
2. **Activity Code:** Select the code that best describes the projects or activities that fall under this award.  
   **Note:** Most awards will use the Research & Public Policy Analysis selection.
3. **Award Description:** If an award description has been supplied to OSP, the description will appear in this field.  
   **Note:** If more informative text can be provided, enter it here.  
   **Note:** The field is limited to 4,000 characters including spaces.
   - For NIH Awards (new, renewal or competitive revisions) the project abstract displays as it appears in NIH’s project reporter.
   - For NIH Administrative Supplements, an abstract specific to the Supplement is required.
   - For NIH Summer Supplements, the PI must provide a brief statement regarding the number of individuals impacted by the summer research experience. Template text is provided in the field.
   - For NSF Awards, the Research.gov abstract appears in this field.
   - For DOE Awards, the project abstract will appear if it has been previously supplied by the PI.
4. **Quarterly Activities/Project Description:** The PI must update the description of quarterly research activities to reflect any major milestones and/or deliverables since the inception of the research project. This is NOT a quarterly technical report – but updates to this field should be entered by the PI each quarter.  
   **Note on protecting patentable work:** This data will be made public through FederalReporting.com.
   - **NIH:** If there are no significant changes from the Award Description field, then it is acceptable to say, "As defined in the Award Description field." Otherwise include only any significant changes.
   - **NSF:** Enter “See Award Description” in this field. As the project progresses, recipients may want to supplement this statement with items such as: Personnel in place; Research underway; and /or Equipment purchased and/or installed.
5. **Number of Jobs (At MIT):** Verify the number of jobs created and/or retained under this award. The pre-populated data in this field is an FTE headcount calculated using MIT’s payroll data.
6. **Jobs at Subs:** This number defaults in from the Number of Jobs listed on the Subcontracts screen.
7. **Description of Jobs Created:** Verify the description of the jobs created and/or retained under this award. The data appearing in this field is based on the titles of the individuals actually paid on the project. MIT has consolidated similar job titles into broader categories in order to help the public understand the types of jobs created or retained.  
   **Note:** Details about the job(s) including Name, Job Title and FTE appear below the field but are not submitted (informational purposes only).

### Additional Notes

- To view more data about expenditures, click the plus (+) sign to the left of More Award Details.
- Click the **Save** button at the bottom of the screen.
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Review Vendors

Click the Vendors link and review the list for accuracy. Contact your financial administrator if you find any discrepancies.

Definition of a Vendor: An entity or individual from which the prime award or subaward recipient procures goods or services needed to carry out the project or program. Vendors are not subject to the terms and conditions of the Federal financial assistance award. (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf)

The next step is to review the Subcontracts screen if your award has subcontracts.

Finalize and Submit

Once you have reviewed and edited all screens, click Finalize and Submit. You can also Print a PDF of the important fields that are being transmitted. To view or print reports for previous quarters, click Past Reports.